



State and Federal Project Review How to Request MHT Comments

Section 106 of the National Historic Preservation Act and the Maryland Historical Trust Act of 1985 require federal and state agencies to consider the effects of their projects on historic and archeological properties through a consultation process known as "Section 106" review. The Maryland Historical Trust (MHT), Maryland's State Historic Preservation Office, plays a key role in Section 106. The review process involves consultation among the agency (or its designee), project sponsor, MHT, and other participants. Through consultation, the agency must identify and evaluate historic properties that may be affected by a project and develop measures to avoid, reduce or mitigate any adverse effects on those properties. This fact sheet provides information on how to request MHT's comments for a state or federal project. For more information on the review process, visit *State and Federal Project Review* on MHT's website at: <http://mht.maryland.gov>.

The project review process applies to undertakings conducted or assisted by a state or federal agency, including actions that receive financial funds, permits or licenses from the agency. Any person, organization, business entity, or local government seeking state or federal assistance for a project may need to consult with MHT. Projects may include actions with federal or state grants, permits from the Corps of Engineers, state bond bills, a license from the FCC for telecommunications installations, or other actions with state or federal involvement. MHT encourages agencies and project sponsors to initiate consultation early in project planning, to allow adequate time to successfully complete the review well in advance of construction. To initiate MHT review of a proposed undertaking, please provide MHT with the following materials:

- ✓ A detailed description of the proposed project, noting the nature of the state and/or federal involvement;
- ✓ A map (preferably a section of a USGS topographic quadrangle or an ADC map) clearly showing the location and boundaries of the project area and more detailed site plans, if appropriate;
- ✓ Labeled photographs (print or digital) of the project site including images of all buildings and structures located within the project area, preferably keyed to a site plan;
- ✓ Drawings and/or a written scope of work illustrating any plans to construct, demolish, or rehabilitate buildings or other structures;
- ✓ A brief description of past and present conditions of the project area (wooded, mined, developed, agricultural uses), including the construction dates of any buildings, if know.

Submit these items to: Beth Cole, Maryland Historical Trust
100 Community Place, Crownsville, MD 21032
bcole@mdp.state.md.us / 410-514-7631

MHT encourages use of its optional *Project Review Form* available on its website at: <http://mht.maryland.gov> to assist project sponsors in preparing their submittal to request MHT comments. MHT normally provides written comments within 30 days of receiving a complete project submittal. This often concludes the Section 106 process. Providing MHT with detailed and accurate project information greatly facilitates MHT's review and response time.

Certain local jurisdictions administer their own historic preservation review process. Local reviews are handled independently from the Section 106 process but may generate helpful information to inform Section 106 consultation. MHT encourages agencies and project sponsors to coordinate the local review process in advance of Section 106 consultation. If you anticipate state or federal involvement in a project, agencies and project sponsors must consult with MHT prior to the commencement of archeological investigations, building renovations, demolitions or construction activities, including those that have been required or approved by a local jurisdiction.

Please visit the MHT website for more information about our programs and services at <http://mht.maryland.gov>.